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OFFICE OF THE MARSHAL

United States Department of Agriculture  
Office of the Appointment Clerk  
Washington, D. C.

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APG2R REGULATIONS

GOVERNING APPOINTMENTS AND OTHER CHANGES  
AFFECTING THE PERSONNEL IN THE  
FIELD SERVICE OF THE

DEPARTMENT OF AGRICULTURE

January 25, 1912



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January 25, 1912



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UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF THE APPOINTMENT CLERK,  
*Washington, D. C., January 25, 1912.*

In view of the establishment by the Civil Service Commission of the "district system," having for its objects the facilitation of the business relating to appointments under the Federal Government outside of Washington, and the enforcement of the civil service rules and regulations applicable thereto, I have the honor to recommend that the following regulations be approved by you, and that a sufficient number of copies for the use of the various chiefs of bureaus, offices, and divisions of the Department of Agriculture be printed for the information and guidance of duly authorized field officials. This recommendation is made in order that a uniform practice may prevail among the various field officials in making selections for appointment under this system. I further recommend that all special regulations, orders, and instructions heretofore issued in this connection be revoked.

Respectfully,

R. W. ROBERTS,  
*Appointment Clerk.*

Approved. .

JAMES WILSON,  
*Secretary of Agriculture.*





## CIVIL-SERVICE DISTRICTS.

Following is a list of the 12 civil-service districts, showing the headquarters of the district secretary and the territory included in each district:

District.	Headquarters.	Territory included in district.
First.....	Post office, Boston, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.
Second.....	Customhouse, New York, N. Y.	New York, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union, in the State of New Jersey.
Third.....	Post office, Philadelphia, Pa.	Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren in the State of New Jersey.
Fourth.....	Office of Civil Service Commission, Washington, D. C.	Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.
Fifth.....	Post office, Atlanta, Ga.	South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.
Sixth.....	Post office, Cincinnati, Ohio.	Ohio, Indiana, and Kentucky.
Seventh.....	Post office, Chicago, Ill.	Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, DeKalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford in the State of Illinois.
Eighth.....	Post office, St. Paul, Minn.	Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.
Ninth.....	Old customhouse, St. Louis, Mo.	Kansas, Missouri, Arkansas, Oklahoma, and the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Platt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermillion, Wabash, Washington, Wayne, White, and Williamson, in the State of Illinois.
Tenth.....	Customhouse, New Orleans, La.	Louisiana and Texas.
Eleventh...	Post office, Seattle, Wash.	Washington, Oregon, Idaho, Montana, and Wyoming (including the Yellowstone National Park).
Twelfth....	Post office, San Francisco, Cal.	California, Nevada, Arizona, New Mexico, Colorado, and Utah.

## POSITIONS INCLUDED IN THE DISTRICT SYSTEM.

The following is a list of the positions in the field service of the Department of Agriculture to which appointments can be made from registers of eligibles established by the district secretaries of the Civil Service Commission:

Clerical.	Subclerical.	Unclassified. <sup>1</sup>
Clerk. Forest clerk. Stenographer and typewriter. Stenographer. Typewriter. Minor clerk. Bookkeeper.	Messenger. Messenger boy. Watchman. Janitor. Skilled laborer. Telephone operator. Repairman (Weather Bureau). Foreman. Mechanical trades. Elevator conductor.	Unskilled laborer. Charwoman.

<sup>1</sup> The duties of male unskilled laborers are those of a common laborer or workman, and of females those of a charwoman, or its equivalent. Certifications to fill vacancies in the following cities should be obtained from the district secretary in whose district the city is located: Allegheny, Pa.; Atlanta, Ga.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Columbus, Ohio; Covington, Ky.; Denver, Colo.; Detroit, Mich.; Fortress Monroe, Va.; Indianapolis, Ind.; Jeffersonville, Ind.; Kansas City, Kans.; Kansas City, Mo.; Los Angeles, Cal.; Louisville, Ky.; Milwaukee, Wis.; Minneapolis, Minn.; Newark, N. J.; New Orleans, La.; Newport News, Va.; New York, N. Y.; Norfolk, Va., and vicinity; Oakland, Cal.; Omaha, Nebr.; Philadelphia, Pa.; Pittsburgh, Pa.; Portland, Me.; Portland, Oreg.; Providence, R. I.; St. Louis, Mo.; St. Paul, Minn.; San Antonio, Tex.; San Francisco, Cal.; Seattle, Wash.; and Toledo, Ohio. Vacancies at points other than those named above may be filled by the selection of local availables, without reference to the labor regulations.

Other positions may be added, of which notice will be sent to the chiefs of bureaus, etc., by the Appointment Clerk.

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located.*

[NOTE.—Civil service local boards of examiners (with local secretaries) have been established at the post offices indicated by an asterisk (\*).]

### WEATHER BUREAU.

(Address: "Official in Charge, Local Office, Weather Bureau.")

Station.	Civil-service district.	Station.	Civil-service district.
*Albany, N. Y. ....	2	Block Island, R. I. ....	1
*Atlanta, Ga. ....	5	*Boise, Idaho. ....	11
*Atlantic City, N. J. ....	3	*Boston, Mass. ....	1
*Augusta, Ga. ....	5	*Buffalo, N. Y. ....	2
*Baltimore, Md. ....	4	*Burlington, Vt. ....	1
*Binghamton, N. Y. ....	2	*Cairo, Ill. ....	9
*Birmingham, Ala. ....	5	*Cape Henry, Va. ....	4
*Bismarck, N. Dak. ....	8	*Charleston, S. C. ....	5

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

## WEATHER BUREAU—continued.

Station.	Civil-service district.	Station.	Civil-service, district.
*Chattanooga, Tenn.....	5	*New Haven, Conn.....	1
*Cheyenne, Wyo.....	11	*New Orleans, La.....	10
*Chicago, Ill.....	7	*New York, N. Y.....	2
*Cincinnati, Ohio.....	6	*Norfolk, Va.....	4
*Cleveland, Ohio.....	6	*Northfield, Vt.....	1
*Columbia, Mo.....	9	*Oklahoma, Okla.....	9
*Columbia, S. C.....	5	*Omaha, Nebr.....	8
*Columbus, Ohio.....	6	*Oswego, N. Y.....	2
*Corpus Christi, Tex.....	10	*Palestine, Tex.....	10
*Davenport, Iowa.....	8	*Parkersburg, W. Va.....	4
*Dayton, Ohio.....	6	*Pensacola, Fla.....	5
*Denver, Colo.....	12	*Peoria, Ill.....	7
*Des Moines, Iowa.....	8	*Philadelphia, Pa.....	3
*Detroit, Mich.....	7	*Phoenix, Ariz.....	12
*Dubuque, Iowa.....	8	*Pittsburgh, Pa.....	3
*Duluth, Minn.....	8	Port Crescent, Wash.....	11
*Eastport, Me.....	1	*Port Huron, Mich.....	7
*Elkins, W. Va.....	4	*Portland, Me.....	1
*Erie, Pa.....	3	*Portland, Oreg.....	11
*Escanaba, Mich.....	7	*Raleigh, N. C.....	4
*Eureka, Cal.....	12	*Richmond, Va.....	4
*Evansville, Ind.....	6	*Sacramento, Cal.....	12
*Fort Wayne, Ind.....	6	*St. Joseph, Mo.....	9
*Fresno, Cal.....	12	*St. Louis, Mo.....	9
*Galveston, Tex.....	10	*Salt Lake City, Utah.....	12
*Grand Junction, Colo.....	12	*San Antonio, Tex.....	10
*Grand Rapids, Mich.....	7	*San Diego, Cal.....	12
*Green Bay, Wis.....	7	*Sand Key, Fla. (through	
*Harrisburg, Pa.....	3	Key West Station).....	5
*Hartford, Conn.....	1	*Sandusky, Ohio.....	6
*Helena, Mont.....	11	*San Francisco, Cal.....	12
*Houghton, Mich.....	7	*San Juan, P. R.....	5
*Houston, Tex.....	10	*Santa Fe, N. Mex.....	12
*Huron, S. Dak.....	8	*Sault Ste. Marie, Mich.....	7
*Indianapolis, Ind.....	6	*Savannah, Ga.....	5
*Ithaca, N. Y.....	2	*Scranton, Pa.....	3
*Jacksonville, Fla.....	5	*Seattle, Wash.....	11
*Kansas City, Mo.....	9	*Shreveport, La.....	10
*Keokuk, Iowa.....	8	*Spokane, Wash.....	11
*Key West, Fla.....	7	*Springfield, Ill.....	9
*Knoxville, Tenn.....	5	*Syraeuse, N. Y.....	2
*La Crosse, Wis.....	7	*Tacoma, Wash.....	11
*Lansing, Mich.....	7	*Tampa, Fla.....	5
*Lewiston, Idaho.....	11	*Tatoosh Island, Wash.....	11
*Lexington, Ky.....	6	*Taylor, Tex.....	10
*Lincoln, Nebr.....	8	*Toledo, Ohio.....	6
*Little Rock, Ark.....	9	*Topeka, Kans.....	9
*Louisville, Ky.....	6	*Vicksburg, Miss.....	5
*Lynchburg, Va.....	4	*Walla Walla, Wash.....	11
*Madison, Wis.....	7	*Wichita, Kans.....	9
*Manteo, N. C.....	4	Yellowstone Park, Wyo.....	11
*Memphis, Tenn.....	5		
*Milwaukee, Wis.....	7	REPAIR STATIONS.	
*Minneapolis, Minn.....	8	Clallam Bay, Wash.....	11
*Mobile, Ala.....	5	Neah Bay, Wash.....	11
*Montgomery, Ala.....	5	Pysht, Wash.....	11
Mount Weather, Va. (via		Sekiout, Wash. (post office,	
Bluemont, Va.).....	4	Clallam, Wash.).....	11
*Nashville, Tenn.....	5	Twin, Wash.....	11

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

## BUREAU OF ANIMAL INDUSTRY.

(Address "Official in Charge, Bureau of Animal Industry.")

Station.	Address.	Civil-service district.
Agricultural College, Miss.	Official in charge	5
Agricultural College, N. Dak.	Care of North Dakota Agricultural Experiment Station.	8
*Albany, N. Y.	Care of Edward Lusch, Troy, N. Y.	2
*Albert Lea, Minn.	Post-office box 334.	8
*Albuquerque, N. Mex.	Room 208, Occidental Building.	12
*Allentown, Pa.	Lock box 322.	3
*Alliance, Nebr.	339 Railway Exchange Building, Denver, Colo.	8
*Alton, Ill.	Care of Luer Bros. Packing & Ice Co.	9
*Amarillo, Tex.	Room 800, Live Stock Exchange, Kansas City, Mo.	10
*Ames, Iowa.	Care of Iowa Agricultural Experiment Station.	8
Annaville, Pa.	Care of Brelsford Packing & Storage Co., Harrisburg, Pa.	3
Arabi, La.	710 Machecha Building, New Orleans, La.	10
*Arkansas City, Kans.	Post-office box 308.	9
Athenia, N. J.	Official in charge.	2
*Athens, Ga.	do.	5
*Atlanta, Ga.	210 Federal Building.	5
Auburn, Ala.	Care of Alabama Agricultural Experiment station.	5
Auburn, Me.	Care of E. W. Penley.	1
Auburn, Mass.	Care of White, Pevey & Dexter Co., Worcester, Mass.	1
*Augusta, Ga.	Federal Building.	5
*Austin, Minn.	Care of George A. Hornel & Co.	8
*Austin, Tex.	104 Live Stock Exchange, Fort Worth, Tex.	10
*Baltimore, Md.	Room 426, Customhouse Building.	4
*Bayonne, N. J.	76 Montgomery Street, Jersey City, N. J.	2
*Beaumont, Tex.	Care of Swift & Co.	10
*Beaver Falls, Pa.	Care of Cudahy Packing Co.	2
Belmont, Mass.	141 Milk Street, Boston, Mass.	1
Beltsville, Md.	Official in charge.	4
*Binghamton, N. Y.	Care of Armour & Co.	2
*Bismarek, N. Dak.	222 Main Street.	8
*Boise, Idaho.	443 Yates Building.	11
*Boston, Mass.	141 Milk Street.	1
*Bradford, Pa.	25 Live Stock Exchange Building, Buffalo, N. Y.	2
*Bridgeport, Conn.	Care of The Hammond Co.	1
Bridgeport, Pa.	Care of A. H. March Packing Co.	3
Brightwood, Mass.	Care of Springfield Provision Co.	1
Brighton, Mass.	141 Milk Street, Boston, Mass.	1
Broad Axe, Pa.	Care of A. H. March Packing Co., Bridgeport, Pa.	3
*Brookton, Mass.	141 Milk Street, Boston, Mass.	1
*Brooklyn, N. Y.	4 and 5 Court Square.	2
*Buffalo, N. Y.	Room 25, Live Stock Exchange Building.	2
*Burlington, Iowa.	Care of Boeck & Co.	8
*Burlington, Vt.	Room 216, Federal Building.	1
*Cairo, Ill.	Care of E. Bucher Packing Co.	9

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
*Calais, Me.....	Official in charge.....	1
Cambridge, Mass.....	141 Milk Street, Boston, Mass.....	1
*Camden, N. J.....	405 Post Office Building, Philadelphia, Pa.....	3
*Canajoharie, N. Y.....	Care of Beechnut Packing Co.....	2
Cavendish, Vt.....	Care of H. S. Davis.....	1
*Cedar Rapids, Iowa.....	Post-office box 734.....	8
Central Falls, R. I.....	Post-office box 1155, Providence, R. I.....	1
*Chattanooga, Tenn.....	Care of Neuhoft Abattoir & Packing Co., Nashville, Tenn.....	5
*Chester, Pa.....	34 West Second Street.....	3
*Cheyenne, Wyo.....	Post-office box 276.....	11
*Chicago, Ill.....	Room 316, Exchange Building, Union Stock Yards.....	7
*Chicopee, Mass.....	Care of Springfield Provision Co., Brightwood, Mass.....	1
*Cincinnati, Ohio.....	1406 Hopple Street.....	6
*Circleville, Ohio.....	Post-office box 133, Station C, Columbus, Ohio.....	6
Clarkston, Wash.....	Care of Inland Meat Co., Lewiston, Idaho.....	11
Clayton, N. Y.....	Official in charge.....	2
Clemson College, S. C.....	do.....	5
Cleona, Pa.....	Care of Brelsford Packing & Storage Co., Harrisburg, Pa.....	3
*Cleveland, Ohio.....	235-237 Federal Building.....	6
College Park, Md.....	Official in charge.....	4
*Colorado Springs, Colo.....	do.....	12
College Station, Tex.....	do.....	10
*Columbia, Mo.....	do.....	9
*Columbus, Ohio.....	Post-office box 133, Station C.....	6
*Concord Junction, Mass.....	141 Milk Street, Boston, Mass.....	1
*Corning, N. Y.....	Care of Hammond Co.....	2
*Cortland, N. Y.....	Post-office box 98.....	2
*Crookston, Minn.....	Official in charge.....	8
Cudahy, Wis.....	432 Federal Building, Milwaukee, Wis.....	7
*Cumberland, Md.....	Care of Swift & Co.....	4
*Dallas, Tex.....	104 Live Stock Exchange, Fort Worth, Tex.....	10
*Davenport, Iowa.....	Care of Kohrs Packing Co.....	8
*Dayton, Ohio.....	Care of The Henry Burkhardt Packing Co.....	6
*Denison, Tex.....	Official in charge.....	10
*Denver, Colo.....	Room 311, Live Stock Exchange Building.....	12
*Des Moines, Iowa.....	1419 Twenty-ninth Street.....	8
*Detroit, Mich.....	707 Hammond Building.....	7
*Dickinson, N. Dak.....	222 Main Street, Bismarck, N. Dak.....	8
*Dover, Del.....	405 Post Office Building, Philadelphia, Pa.....	3
*Dover, N. J.....	720 Union Building, Newark, N. J.....	2
*Dover, N. H.....	Care of Dover Beef Co.....	1
*Dubuque, Iowa.....	Post-office box 236.....	8
*Duluth, Minn.....	Care of Elliott & Co.....	8
East Deering, Me.....	Post Office Building, Portland, Me.....	1
*East Liverpool, Ohio.....	710 West Market Street.....	6
*Eastport, Me.....	Calais, Me.....	1
*East Providence, R. I.....	Post-office box 1155.....	1



*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
*Easton, Pa.....	Care of Joseph R. Shimer Co., Phillipsburg, N. J.	3
*Eau Claire, Wis.....	Care of Drummond Packing Co.....	7
*Elmira, N. Y.....	Care of Swift & Co.....	2
*El Paso, Tex.....	306-307 Caples Building.....	10
*Erie, Pa.....	Care of Armour & Co.....	3
Eola, Ill.....	316 Exchange Building, Union Stock Yards, Chicago, Ill.	7
*Evansville, Ind.....	Care of The Evansville Packing Co.....	6
*Fall River, Mass.....	Post-office box 1155, Providence, R. I.	1
*Fargo, N. Dak.....	Care of Armour & Co.....	8
*Fergus Falls, Minn.....	Care of Fergus Packing Co.....	8
*Fitchburg, Mass.....	Care of White, Pevey & Dexter Co., Worcester, Mass.	1
*Fort Atkinson, Wis.....	Care of The Jones Dairy Farm.....	7
*Fort Collins, Colo.....	Care of Colorado Agricultural Experiment Station.	12
*Fort Dodge, Iowa.....	Care of Corn Belt Packing Co.....	8
*Fort Madison, Iowa.....	Care of Chris Buescher Co.....	8
*Fort Smith, Ark.....	Care of Swift & Co.....	9
*Fort Wayne, Ind.....	Care of Fred Eckart Packing Co.....	6
*Fort Worth, Tex.....	Rooms 104-105, Live Stock Exchange, Stock Yards Station.	10
*Frankfort, Ky.....	Official in charge.....	6
Georgetown, Mass.....	Care of E. H. Moulton, Haverhill, Mass.	1
Grafton, N. Dak.....	Official in charge.....	8
*Grand Rapids, Wis.....	Care of Reiland Packing Co.....	7
*Greenville, Tex.....	104 Live Stock Exchange, Fort Worth, Tex.	10
*Greenville, Miss.....	Post-office box 333, Natchez, Miss.	5
Gretna, La.....	710 Machecha Building, New Orleans, La.	10
Groton, Conn.....	Post-office box 1048, New Haven, Conn.	1
Guttenberg, N. J.....	104 West Forty-second Street, New York, N. Y.	2
Hallstead, Pa.....	Care The Williams Live Stock Co.....	3
*Hamilton, Ohio.....	Post-office box 395.....	6
Harvey, La.....	710 Machecha Building, New Orleans, La.	10
*Harrisburg, Pa.....	Care The Brelsford Packing & Storage Co.	3
*Hartford, Conn.....	Care of Armour & Co.....	1
*Haverhill, Mass.....	Care of E. H. Moulton Co.....	1
*Hoboken, N. J.....	76 Montgomery Street, Jersey City, N. J.	2
*Houston, Tex.....	Care of Houston Packing Co.....	10
*Hudson, N. Y.....	Care of C. A. Van Deusen Co.....	2
*Indianapolis, Ind.....	402 Federal Building.....	6
Island Pond, Vt.....	Official in charge.....	1
Ivorydale, Ohio.....	1406 Hopple Street, Cincinnati, Ohio.	6
*Jacksonville, Ill.....	Care of Jacksonville Packing Co.....	9
*Jacksonville, Fla.....	Post-office box 834.....	5
Jefferson, Wis.....	Care of C. Stoppenbach's Sons.....	7
*Jersey City, N. J.....	76 Montgomery Street.....	2
*Kansas City, Kans.....	804 Live Stock Exchange, Kansas City, Mo.	9
*Kansas City, Mo.....	Room 804 Live Stock Exchange.....	9
Kearny, N. J.....	720 Union Building, Newark, N. J.	2
*Keene, N. H.....	Care of Cheshire Beef & Produce Co.	1

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
*Kirksville, Mo.	Care of Burk Bros. Meat & Provision Co.	9
*Knoxville, Tenn.	Official in charge.	5
Laceyville, Pa.	do.	3
*La Crosse, Wis.	Care of Langdon-Boyd Packing Co.	7
*La Fayette, Ind.	First and Ellsworth Streets.	6
*Lancaster, Pa.	Care of Brelsford Packing & Storage Co., Harrisburg, Pa.	3
*Lebanon, Ind.	402 Federal Building, Indianapolis, Ind.	6
*Lebanon, Pa.	Care of Brelsford Packing & Storage Co., Harrisburg, Pa.	3
*Leesburg, Va.	914 Munsey Building, Washington, D. C.	4
*Lewiston, Idaho.	Care of Inland Meat Co. (Ltd.)	11
*Lexington, Ky.	Station 4.	6
*Little Rock, Ark.	Room 312, Gazette Building.	9
*Logan, Utah.	Care of Agricultural Experiment Station.	12
*Logansport, Ind.	Care of W. C. Routh & Co.	6
*London, Ohio.	Post-office box 133, Station C, Columbus, Ohio.	6
*Los Angeles, Cal.	504 Post Office Building.	12
*Louisville, Ky.	Room 524, Customhouse Building.	6
*Lowell, Mass.	141 Milk Street, Boston, Mass.	1
*Lynn, Mass.	do.	1
*Macon, Ga.	Care of The Procter & Gamble Co.	5
*Madison, Ind.	Post-office box 254.	6
*Madison, Wis.	Official in charge.	7
*Malone, N. Y.	do.	2
*Manchester, N. H.	Room 9, Post Office Building.	1
Marmarth, N. Dak.	222 Main Street, Bismarek, N. Dak.	8
*Marshalltown, Iowa.	Care of Brittain & Co.	8
*Mason City, Iowa.	Care of Jacob E. Decker & Sons.	8
*McCook, Nebr.	339 Railway Building, Denver, Colo.	8
*McKeesport, Pa.	25 Live Stock Exchange Building, Buffalo, N. Y.	3
*Media, Pa.	34 West Second Street, Chester, Pa.	3
*Medford, Oreg.	Care of Union Meat Co.	11
*Memphis, Tenn.	Care of National Packing Co.	5
*Menominee, Mich.	210 Bellview Street.	7
*Middlebury, Vt.	Superintendent, Morgan Horse Farm.	1
*Middletown, N. Y.	Care of Swift & Co.	2
*Milwaukee, Wis.	Room 432, Federal Building.	7
Minnesota Transfer, Minn.	408 Live Stock Exchange Building, South St. Paul, Minn.	8
*Mobile, Ala.	Care of Swift & Co.	5
*Moscow, Idaho.	Care of Ilagan & Cushing Co.	11
*Nashville, Tenn.	Care of Neuhoft Abattoir & Packing Co.	5
*Natchez, Miss.	Post-office box 333.	5
National Stock Yards, Ill.	Live Stock Exchange Building.	7
*Nebraska City, Nebr.	Care of Morton-Gregson Co.	8
Newark, Del.	Care of Agricultural Experiment Station.	3
*Newark, N. J.	Room 720, Union Building.	2
*New Castle, Pa.	314 Exchange Building, Union Stock Yards, Pittsburgh, Pa.	3
*New Haven, Conn.	Post-office box 1048.	1

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

## BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
*New Orleans, La.	Room 710, Machecha Building.	10
*Newport, R. I.	Post-office box 1155, Providence, R. I.	1
*Newport, Vt.	Room 10, Federal Building.	1
Newton, N. H.	Care E. H. Moulton Co., Haverhill, Mass.	1
*New York, N. Y.	Room 215, Customhouse Building.	2
*Norfolk, Va.	Post-office box 465.	4
*North Adams, Mass.	Room 201, Federal Building.	1
North Bergen, N. J.	76 Montgomery St., Jersey City, N. J.	2
*Ogden, Utah.	Room 318, Post Office Building.	12
*Ogdensburg, N. Y.	Official in charge.	2
*Oklahoma, Okla.	Room 107, Bank Building, Stockyards.	9
*Olathe, Kans.	804 Live Stock Exchange, Kansas City, Mo.	9
*Olean, N. Y.	25 Live Stock Exchange Building, Buffalo, N. Y.	2
Orono, Me.	Care of Maine Agricultural Experiment Station.	1
*Ottumwa, Iowa.	Care of John Morrell & Co.	8
Palmyra, Pa.	Care of Brelsford Packing & Storage Co., Harrisburg, Pa.	3
*Passaic, N. J.	24 Post Office Building, Paterson, N. J.	2
*Paterson, N. J.	Room 24, Post Office Building.	2
*Pawtucket, R. I.	Post-office box 1155, Providence, R. I.	1
*Pendleton, Ore.	Rooms 6-7, 844 Main Street.	11
*Peoria, Ill.	Care of E. Godel & Sons.	7
*Petersburg, Va.	Care of The Southern Provision Storage & Packing Co. (Inc.).	4
*Philadelphia, Pa.	405 Post Office Building.	3
*Phillipsburg, N. J.	Care of Joseph R. Shimer Co.	3
*Pittsburg, Kans.	Care of The Hull & Dillon Packing Co.	9
*Pittsburgh, Pa.	314 Exchange Building, Union Stock Yards.	3
*Pomona, Cal.	504 Post Office Building, Los Angeles, Cal.	12
*Port Huron, Mich.	912 Lapeer Avenue.	7
*Portland, Me.	Post Office Building.	1
*Portland, Ore.	Room 402, customhouse.	11
*Portsmouth, N. H.	141 Milk Street, Boston, Mass.	1
*Pottsville, Pa.	Post-office box 55.	3
*Providence, R. I.	Post-office box 1155.	1
*Pueblo, Colo.	27 Block "K".	12
Purellville, Va.	914 Munsey Building, Washington, D. C.	4
*Quincy, Ill.	Care of Blomer & Michael Co.	9
*Raleigh, N. C.	Post-office box 504.	4
*Reading, Pa.	405 Post Office Building, Philadelphia, Pa.	3
Relee, Va.	914 Munsey Building, Washington, D. C.	4
*Reno, Nev.	Care of Nevada Packing Co.	12
*Richmond, Ind.	44 Liberty Avenue.	6
*Richmond, Va.	Room 60, temporary post-office building.	4
Riverside, N. J.	405 Post Office Building, Philadelphia, Pa.	3
*Rochester, N. Y.	Care of Curtice Bros. Co.	2
*Rockford, Ill.	Post-office box 663.	7
*Rome, N. Y.	Official in charge.	2
Rosedale, Kans.	804 Live Stock Exchange, Kansas City, Mo.	9



*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

## BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
Rosendale, Wis.....	Official in charge.....	7
Roslyn, Va.....	914 Munsey Building, Washington, D. C.....	4
*Roswell, N. Mex.....	208 Occidental Building, Albuquerque, N. Mex.....	12
Rouses Point, N. Y.....	216 Federal Building, Burlington, Vt.....	2
*St. Albans, Vt.....	Official in charge.....	1
*St. Anthony Park, St. Paul, Minn.....	Care of Minnesota Agricultural Experiment Station.....	8
*St. Joseph, Mo.....	Live Stock Exchange Building, South St. Joseph, Mo.....	9
*St. Louis, Mo.....	924-925 Chemical Building.....	9
*St. Paul, Minn.....	408 Live Stock Exchange Building, South St. Paul, Minn.....	8
*Sacramento, Cal.....	Post-office box 338.....	12
*Salt Lake City, Utah.....	Third West and South Fourth Streets.....	12
*San Antonio, Tex.....	104 Live Stock Exchange, Fort Worth, Tex.....	10
*San Diego, Cal.....	Care of Charles S. Hardy.....	12
*San Francisco, Cal.....	Rooms 407-408 Post Office Building.....	12
*Sault Ste. Marie, Mich.....	Official in charge.....	7
*Savannah, Ga.....	Post-office box 431.....	5
*Scranton, Pa.....	Care of The Stowers Pork Packing & Provision Co.....	3
*Seattle, Wash.....	206 Federal Building.....	11
*Sherman, Tex.....	104 Live Stock Exchange, Fort Worth, Tex.....	10
*Shreveport, La.....	Care of Swift & Co.....	10
*Sioux City, Iowa.....	Exchange Building, Stock Yards Station.....	8
*Sioux Falls, S. Dak.....	Care of John Morrell & Co.....	8
Smithfield, Va.....	Care of P. D. Gwaltney, jr., & Co.....	4
Somerville, Mass.....	141 Milk Street, Boston, Mass.....	1
Southboro, Mass.....	do.....	1
South Bellingham, Mass.....	Post-office box 1155, Providence, R. I.....	1
*South Omaha, Nebr.....	Post Office Building.....	8
South St. Joseph, Mo.....	Live Stock Exchange Building.....	9
South St. Paul, Minn.....	408 Live Stock Exchange Building.....	8
*Spokane, Wash.....	411 Federal Building.....	11
*Springfield, Mass.....	Care of Springfield Provision Co., Brightwood, Mass.....	1
*State College, Pa.....	Care of Institute of Animal Nutrition.....	3
Storrs, Conn.....	Official in charge.....	1
*Syracuse, N. Y.....	Care of Merrell-Soule Co.....	2
*Tacoma, Wash.....	Care of Carstens Packing Co.....	11
*Terre Haute, Ind.....	Care of Home Packing & Ice Co.....	6
Tia Juana, Cal.....	Care of Charles S. Hardy, San Diego, Cal.....	12
*Toledo, Ohio.....	West Toledo, Ohio.....	6
*Topeka, Kans.....	Care of Charles Wolff Packing Co.....	9
*Trenton, N. J.....	Care of Swift & Co.....	3
*Troy, N. Y.....	Care of Edward Lusch.....	2
Troy, Pa.....	Official in charge.....	3
Union Hill, N. J.....	104 West Forty-second Street, New York, N. Y.....	2
*Vicksburg, Miss.....	Post-office box 333.....	5
*Wallace, Idaho.....	Post-office box 411.....	11
*Walla Walla, Wash.....	Post-office box 254.....	11
*Waterloo, Iowa.....	Care of Rath Packing Co.....	8
*Watertown, S. Dak.....	Care of Whooley Packing Co.....	8

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

BUREAU OF ANIMAL INDUSTRY—continued.

Station.	Address.	Civil-service district.
*West Chester, Pa.....	405 Post Office Building, Philadelphia, Pa.	3
West Newbury, Mass.....	Care of E. H. Moulton, Haverhill, Mass.	1
West Toledo, Ohio.....	Official in charge.....	6
*Wheeling, W. Va.....	Care of F. Schenk & Sons Co.....	4
*Wichita, Kans.....	31-33 Exchange Building, Union Stock Yards.	9
*Williston, N. Dak.....	222 Main Street, Bismarek, N. Dak....	8
*Wilmington, Del.....	Room 33, Federal Building.....	3
*Winona, Minn.....	Care of Interstate Packing Co.....	8
*Woburn, Mass.....	141 Milk Street, Boston, Mass.....	1
Woodsdale, Ohio.....	Post-office box 395, Hamilton, Ohio....	6
*Worcester, Mass.....	Care of White, Pevey & Dexter Co.....	1
*Youngstown, Ohio.....	Care of The Simon Packing Co.....	6

FOREST SERVICE.

DISTRICT 1.

(Headquarters, Hammond Block, Missoula, Mont.)

Headquarters of supervisor.	National forest.	Civil-service district.
Orofino, Idaho.....	Clearwater.....	11
*Coeur d'Alene, Idaho.....	Coeur d'Alene.....	11
Grangeville, Idaho.....	Nez Perce.....	11
*Sandpoint, Idaho.....	Pend Oreille.....	11
Kooskia, Idaho.....	Selway.....	11
St. Maries, Idaho.....	St. Joe.....	11
Au Sable, Mich.....	Marquette.....	7
Do.....	Michigan.....	7
Cass Lake, Minn.....	Minnesota.....	8
Ely, Minn.....	Superior.....	8
*Livingston, Mont.....	Absaroka.....	11
*Billings, Mont.....	Beartooth.....	11
*Dillon, Mont.....	Beaverhead.....	11
*Missoula, Mont.....	Bitterroot.....	11
*Kalispell, Mont.....	Blackfoot.....	11
Thompson Falls, Mont.....	Cabinet.....	11
Ashland, Mont.....	Custer.....	11
*Anaconda, Mont.....	Deerlodge.....	11
*Kalispell, Mont.....	Flathead.....	11
*Bozeman, Mont.....	Gallatin.....	11
*Helena, Mont.....	Helena.....	11
*Great Falls, Mont.....	Jefferson.....	11
Libby, Mont.....	Kootenai.....	11
Chouteau, Mont.....	Lewis and Clark.....	11
*Missoula, Mont.....	Lolo.....	11
Sheridan, Mont.....	Madison.....	11
*Missoula, Mont.....	Missoula.....	11
Camp Crook, S. Dak.....	Dakota.....	8
Do.....	Sioux.....	8
Coolin, Idaho.....	Kaniksu.....	11

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

FOREST SERVICE—continued.

DISTRICT 2.

(Headquarters, Majestic Building, Denver, Colo.)

Headquarters of supervisor.	National forest.	Civil-service district.
Fraser, Colo.....	Arapaho.....	12
Collbran, Colo.....	Battlement.....	12
Saguache, Colo.....	Cochetopa.....	12
*Fort Collins, Colo.....	Colorado.....	12
*Durango, Colo.....	Durango.....	12
Gunnison, Colo.....	Gunnison.....	12
*Glenwood Springs, Colo.....	Holy Cross.....	12
*Leadville, Colo.....	Leadville.....	12
Mancos, Colo.....	Montezuma.....	12
*Denver, Colo.....	Pike.....	12
*Monte Vista, Colo.....	Rio Grande.....	12
Steamboat Springs, Colo.....	Routt.....	12
Westcliffe, Colo.....	San Isabel.....	12
Pagosa Springs, Colo.....	San Juan.....	12
Aspen, Colo.....	Sopris.....	12
*Delta, Colo.....	Uncompahgre.....	12
Meeker, Colo.....	White River.....	12
*Garden City, Kans.....	Kansas.....	9
Halsey, Nebr.....	Nebraska.....	8
*Deadwood, S. Dak.....	Black Hills.....	8
Custer, S. Dak.....	Harney.....	8
*Sheridan, Wyo.....	Bighorn.....	11
Dubois, Wyo.....	Bonneville.....	11
Pinedale, Wyo.....	Bridger.....	11
Encampment, Wyo.....	Hayden.....	11
*Laramie, Wyo.....	Medicine Bow.....	11
Cody, Wyo.....	Shoshone.....	11
Sundance, Wyo.....	Sundance.....	11
Lander, Wyo.....	Washakie.....	11

DISTRICT 3.

(Headquarters, Strickler-Luna Building, Albuquerque, N. Mex.)

Springville, Ariz.....	Apache.....	12
Portal, Ariz.....	Chiricahua.....	12
*Flagstaff, Ariz.....	Coconino.....	12
*Tucson, Ariz.....	Coronado.....	12
Safford, Ariz.....	Crook.....	12
*Prescott, Ariz.....	Prescott.....	12
Snowflake, Ariz.....	Sitgreaves.....	12
Roosevelt, Ariz.....	Tonto.....	12
Williams, Ariz.....	Tusayan.....	12
*Hot Springs, Ark.....	Arkansas.....	9
*Harrison, Ark.....	Ozark.....	9
*Pensacola, Fla.....	Florida.....	5
Cloudercroft, N. Mex.....	Alamo.....	12
Tres Piedras, N. Mex.....	Carson.....	12
Magdalena, N. Mex.....	Datil.....	12
*Silver City, N. Mex.....	Gila.....	12
*Santa Fe, N. Mex.....	Jemez.....	12
Capitan, N. Mex.....	Lincoln.....	12
*Albuquerque, N. Mex.....	Manzano.....	12
Cowles, N. Mex.....	Pecos.....	12
Albuquerque, N. Mex.....	Zuni.....	12
Cache, Okla.....	Wichita.....	9

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

FOREST SERVICE—continued.

DISTRICT 4.

(Headquarters, Forest Service Building, Ogden, Utah.)

Headquarters of supervisor.	National forest.	Civil-service district.
Kanab, Utah.....	Kaibab.....	12
*Boise, Idaho.....	Boise.....	11
Montpelier, Idaho.....	Caribou.....	11
Challis, Idaho.....	Challis.....	11
McCall, Idaho.....	Idaho.....	11
Mackay, Idaho.....	Lemhi.....	11
Oakley, Idaho.....	Minidoka.....	11
*St. Anthony, Idaho.....	Palisade.....	11
Emmett, Idaho.....	Payette.....	11
*Pocatello, Idaho.....	Pocatello.....	11
Salmon, Idaho.....	Salmon.....	11
Hailey, Idaho.....	Sawtooth.....	11
*St. Anthony, Idaho.....	Targhee.....	11
*Weiser, Idaho.....	Weiser.....	11
Elko, Nev.....	Humboldt.....	12
Las Vegas, Nev.....	Moapa.....	12
Ely, Nev.....	Nevada.....	12
Paradise, Nev.....	Santa Rosa.....	12
Austin, Nev.....	Toiyabe.....	12
Vernal, Utah.....	Ashley.....	12
*Logan, Utah.....	Coehe.....	12
St. George, Utah.....	Dixie.....	12
Beaver, Utah.....	Fillmore.....	12
Salina, Utah.....	Fishlake.....	12
Moab, Utah.....	La Sal.....	12
Ephraim, Utah.....	Manti.....	12
Nephi, Utah.....	Nebo.....	12
Escalante, Utah.....	Powell.....	12
Panguitch, Utah.....	Sevier.....	12
*Provo, Utah.....	Uinta.....	12
*Salt Lake City, Utah.....	Wasatch.....	12
Jackson, Wyo.....	Teton.....	11
Afton, Wyo.....	Wyoming.....	11

DISTRICT 5.

(Headquarters, First National Bank Building, San Francisco, Cal.)

*Los Angeles, Cal.....	Angeles.....	12
*Willows, Cal.....	California.....	12
*San Diego, Cal.....	Cleveland.....	12
Placerville, Cal.....	Eldorado.....	12
Bishop, Cal.....	Inyo.....	12
*Bakersfield, Cal.....	Kern.....	12
Yreka, Cal.....	Klamath.....	12
*Red Bluff, Cal.....	Lassen.....	12
Alturas, Cal.....	Modoc.....	12
*Salinas, Cal.....	Monterey.....	12
Quincy, Cal.....	Plumas.....	12
*Santa Barbara, Cal.....	Santa Barbara.....	12
Hot Springs, Cal. (Tulare County).....	Sequoia.....	12
Sisson, Cal.....	Shasta.....	12
Northfork, Cal.....	Sierra.....	12
Sonora, Cal.....	Stanislaus.....	12
*Nevada City, Cal.....	Tahoe.....	12
Weaverville, Cal.....	Trinity.....	12
Gardnerville, Nev.....	Mono.....	12

*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture, and the civil-service district in which located—Continued.*

## FOREST SERVICE—continued.

## DISTRICT 6.

(Headquarters, Beck Building, Portland, Oreg.)

Headquarters of supervisor.	National forest.	Civil-service district.
Ketchikan, Alaska.....	Chugach.....	11
Do.....	Tongass.....	11
*Eugene, Oreg.....	Cascade.....	11
*Medford, Oreg.....	Crater.....	11
Bend, Oreg.....	Deschutes.....	11
Lakeview, Oreg.....	Fremont.....	11
John Day, Oreg.....	Malheur.....	11
Wallowa, Oreg.....	Minam.....	11
Prineville, Oreg.....	Ochoco.....	11
*Portland, Oreg.....	Oregon.....	11
*Crescent, Oreg.....	Paulina.....	11
*Albany, Oreg.....	Santiam.....	11
*Grants Pass, Oreg.....	Siskiyou.....	11
*Eugene, Oreg.....	Siuslaw.....	11
Heppner, Oreg.....	Umatilla.....	11
*Roseburg, Oreg.....	Umpqua.....	11
Wallowa, Oreg.....	Wallowa.....	11
Sumpter, Oreg.....	Whitman.....	11
Chelan, Wash.....	Chelan.....	11
*Portland, Oreg.....	Columbia.....	11
Republic, Wash.....	Colville.....	11
Okanogan, Wash.....	Okanogan.....	11
*Olympia, Wash.....	Olympic.....	11
*Tacoma, Wash.....	Rainier.....	11
*Seattle, Wash.....	Snoqualmie.....	11
*Bellingham, Wash.....	Washington.....	11
*Walla Walla, Wash.....	Wenaha.....	11
Leavenworth, Wash.....	Wenatchee.....	11

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*Headquarters of the field officers of the various bureaus, offices, and divisions of the Department of Agriculture and the civil-service district in which located—Continued.*

## BUREAU OF CHEMISTRY.

(Address: "Chief U. S. Food and Drug Inspection Laboratory.")

City.	Address.	Civil-service district.
*Boston, Mass.....	Appraiser's stores.....	1
*Buffalo, N. Y.....	Federal building.....	2
*Chicago, Ill.....	Heisen Building.....	7
*Cincinnati, Ohio.....	First National Bank Building.....	6
*Denver, Colo.....	Tabor Opera House Building.....	12
*Detroit, Mich.....	Telegraph Building.....	7
*Galveston, Tex.....	Old customhouse.....	10
Honolulu, Hawaii.....	Territorial board of health.....	9
*Kansas City, Mo.....	Government building.....	5
*Nashville, Tenn.....	Customhouse.....	10
*New Orleans, La.....	do.....	2
*New York, N. Y.....	Appraiser's stores.....	8
*Omaha, Nebr.....	Post Office Building.....	3
*Philadelphia, Pa.....	Appraiser's stores.....	3
*Pittsburgh, Pa.....	Park Building.....	11
*Portland, Oreg.....	Worcester Building.....	9
San Juan, P. R.....	Customhouse.....	8
*St. Louis, Mo.....	Wright Building.....	12
*St. Paul, Minn.....	Old Capitol Building.....	5
*San Francisco, Cal.....	Appraiser's stores.....	11
*Savannah, Ga.....	Customhouse.....	3
*Seattle, Wash.....	Arcade Annex Building.....	4
*Philadelphia, Pa.....	1833 Chestnut Street.....	
*Charlottesville, Va.....	Charlottesville, Va.....	

## BUREAU OF ENTOMOLOGY.

Headquarters.	Official title.	Address.	Civil-service district.
*Boston, Mass.....	Superintendent of moth work.	6 Beacon Street.....	1
Melrose Highlands, Mass.	Official in charge.....	Gipsy Moth Parasite Laboratory.	1
*Dallas, Tex.....	do.....	U. S. Laboratory, box 208.	10
*Orlando, Fla.....	do.....	Bureau of Entomology Laboratory.	5



## REGULATIONS.

(1) No official correspondence shall be conducted with the civil-service district secretaries or local secretaries concerning appointments, certifications, examinations, etc., except by field officers duly authorized by the chiefs of bureaus, offices, or divisions.

(2) If appointment is required at temporary field headquarters, or where no authorized field officer is stationed, requests for certification, etc., will be made upon the district secretary from the office of the Appointment Clerk in Washington.

(3) Matters directly involving the civil-service rules and regulations, not specifically covered by these regulations—i. e., questions involving interpretation of, and changes in, the rules, matters pertaining to positions not included in the district system, etc.—must be referred, through the chief of bureau, to the Appointment Clerk for attention.

(4) The oath of office, and, in the case of a person appointed from certification, the "Declaration of appointee" (Civil Service Form 124) must be properly executed before the appointee enters upon duty. Persons receiving original appointment must also fill out the personal-record blank. These documents must be carefully reviewed by the field officers at the time of their execution; the oath and personal statement should be transmitted without delay through the chief of bureau to the Appointment Clerk, and the declaration forwarded as soon as executed directly to the district secretary. If practicable, these three documents should be forwarded to the district secretary with the recommendation (nomination) for appointment and be accompanied by the examination papers. Special attention should be given to the declaration of appointee, in order that the provisions of the law requiring that not more than two members of a family shall be appointed in the Government service may be complied with. If any question arises in this respect, the matter should be brought to the attention of the district secretary before the appointee is assigned to duty.

(5) Blank forms for the use of field officers in requesting certifications and authorizations, etc., have been prepared by the Appointment Clerk and will be supplied to the chiefs of bureaus, offices, and divisions as needed.

(6) Civil-service certificates (Form 1844a-b), used for certification of eligibles under the district system, are issued in triplicate. The original (Form 1844a) and the second copy (Form 1844b), together with the recommendation (or nomination) for appointment, should be sent to the district secretary, who will retain the second copy and transmit the original, through the chief of bureau, to the Appointment Clerk. The third copy should be retained in the files of the field officer making the recommendation, or such other person as may be designated by the chief of bureau.

(7) When a vacancy occurs in a position included under the district system (see list, p. 6) in the field service of any of the bureaus, offices, and divisions of the department for regular employment, if proper authority has been received from the chief of bureau, a request for a certification of eligibles from which selection may be made must be prepared by the field officer on blank Form No. 1ap, and forwarded to the district secretary in whose district the person to be selected for appointment is to be employed, the request to show the bureau, office, or division, the number of vacancies to be filled, the sex, designation, salary, place of employment, and the name, official title, and address of the field officer to whom the certification is to be sent by the district secretary.

(8) Immediately upon receipt of certification, whether for regular or temporary appointment, the field officer should, after a careful perusal of the examination papers, communicate with one of the first three eligibles named on the certificate who is deemed most suitable for the performance of the work (see par. 10), making a preliminary inquiry (not a tender of appointment), as to the eligible's willingness to accept appointment *if selected*, specifying the title of position, salary, and place of employment, etc. The three eligibles may be communicated with at the same time, if so desired.

(9) Selections for appointment from all certificates or lists, whether issued for probational or temporary appointment, must be made in groups of three; i. e., Nos. 1, 2, and 3 must be considered first, and a selection made from that group; if a written or oral declination is received, or if the person selected fails to respond within a reasonable time to the preliminary inquiry, the fourth name may be considered. Obviously, two "appointments," two "declinations," or two "failures to respond," or any two of these three actions, must occur before the fifth name can be considered.

(10) If, for any of the following reasons or for reasons stated in paragraph 8, a recommendation for appointment can not be made from a certification (Civil Service Form 1844a), the certificate should be returned for cancellation to the district secretary, together with a complete report on Form 1844b of the action taken (the examination



papers being returned and any written declinations transmitted therewith), and if desired, a further certification requested in the same manner as originally made.

Disqualifications for appointment under the civil-service rules:

(a) Dismissal from the service for delinquency or misconduct within one year next preceding the date of application.

(b) Physical or mental unfitness for the position for which he applies.

(c) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

(d) Intentionally making a false statement in any material fact, or practicing any deception or fraud in securing examination, registration, certification, or appointment.

(e) The habitual use of intoxicating beverages to excess.

(11) In order that eligibles not selected for appointment may not lose opportunity for certification elsewhere, action must be taken immediately upon receipt of all certificates.

(12) When the preliminary correspondence is completed, the field officer is required to forward without delay to the chief of his bureau, office, or division, through the district secretary, a recommendation for the appointment of the person selected, accompanied by the certificate from which selection has been made, in accordance with paragraphs 4, 8, and 9. Recommendations must give the correct name (as certified), State certified from, designation, salary, date effective, roll from which the salary is to be paid, place of assignment, and necessity for and probable duration or character of the appointment.

(13) Recommendations for all temporary appointments, except those to be recommended under paragraphs 20 and 26, should be forwarded promptly to the chief of bureau through the district secretary; they should show fully the action taken in connection with the local lists (see par. 9), or should be accompanied by the certificate or written authority (if issued); the correct name, designation, legal residence, etc. (see par. 12), of the person recommended for appointment should also be stated.

(14) If a declination of appointment is received after notification of appointment has been issued, a recommendation for the revocation of the appointment should be made immediately and forwarded through the district secretary for indorsement, together with a request for a further certification. If, however, the need for a further certification should not exist at the time the declination is received, owing to changed conditions, the facts should be stated in the recommendation.

(15) Recommendations (or nominations) from the field officers to the bureau officials should be made upon such blank forms as may be adopted by the chiefs of bureaus, etc., as being best suited to the conditions in each bureau. They must, however, contain the facts necessary to enable the chief of bureau to submit a recommendation to the Secretary of Agriculture for the action contemplated, or, if the recommendations are prepared by the field officers, they should contain the necessary facts for the information of the Secretary, and be accompanied in every case by either the original certificate, written authorization (if issued), or be indorsed by the district secretary.

(16) Appointments are made by the Secretary of Agriculture upon recommendations submitted by the chiefs of the various bureaus, offices, and divisions of the department. Notifications of all appointments and other actions affecting the personnel are forwarded by the Appointment Clerk to the persons affected, through the chiefs of bureaus, etc. The instructions contained in the notifications must be promptly complied with in order that the records of the department may be properly maintained.

(17) Vacancies in the unclassified positions of unskilled laborer and charwoman in the cities named on page 6 of these Regulations must be filled from certificates issued by the district secretary (who acts as chairman of the bureau of labor employment) in whose district the city in which the person recommended for appointment is to be employed, and the same procedure followed as in the case of persons recommended for appointment to classified positions. Recommendations and requests for certifications must give in full the actual duties to which the persons to be appointed will be assigned.

#### TEMPORARY APPOINTMENT.

(18) If temporary assistance is required, pending the filling of a position from a certificate to be issued for probational appointment, promotion, reinstatement, or transfer, upon receipt of proper authority from the chief of bureau, a request for the certificate, as above, must first be made on Form No. 1, as provided for in paragraph 7; selection should then be made in accordance with paragraph 9, from the list of temporary eligibles, prepared by the district secretary, and forwarded to the local secretaries (see pp. 6 to 18), of persons available for immediate temporary appointment (which list will be furnished at places where there are no local secretaries, to the field officers), and a recommendation forwarded to the chief of bureau through the district secretary. (Local secretaries and field officers who have been furnished lists will be advised by the district secretary of all changes affecting the availability of the eligibles for

immediate temporary appointment.) If the temporary eligibles decline or fail to accept immediate employment, or if no list has been furnished to the local secretary at the place of employment, or to the field officer, appointment may then be made of a properly qualified person, outside of the list, who may be immediately employed for such period as may be required, not, however, exceeding 30 days after the receipt of a certificate issued for probational appointment, promotion, transfer, or reinstatement.

(19) Recommendation for temporary appointment, pending certification, under paragraph 18, of persons selected either from the local lists of immediately available temporary eligibles, or of persons not on such lists, should be forwarded for indorsement through the district secretary as provided in paragraph 13, with the request for regular certification, or as soon as possible thereafter, and should contain a statement of the necessity for the temporary appointment, and reference made to the number and date of the request for certification.

(20) If temporary assistance is required for a period not exceeding 30 days pending the filling of a position by promotion, transfer within the department, restoration to the rolls, or other action not requiring a civil-service certificate, proper authority should be procured from the chief of bureau, and the same procedure followed in regard to the local lists, as stated in paragraph 18, but if no eligibles are available, selection may be made outside of the list. Reports of such temporary assistance should be promptly made on Form 3ap, or 4ap, as required, and the names entered on the monthly lists of persons recommended for appointment.

(21) If less than three names are certified for probational appointment and it is decided not to make a regular appointment from such "short" certification, one of the persons so certified shall be preferred for temporary appointment (unless reasons satisfactory to the district secretary are given on Civil Service Form 1844b why such appointment should not be made) and selection and recommendation made in accordance with paragraph 18 to continue until three eligibles are provided, but in no case to extend beyond 30 days after the receipt by the field officer of a full certification of eligibles.

(22) When a field officer is advised by the district secretary that no eligibles are available for probational appointment and if temporary appointment is required pending receipt of a certification and has been authorized by the chief of bureau, the same procedure should be observed as provided in paragraphs 18 and 19.

(23) If an examination is to be held before a position can be regularly filled, the temporary appointee should enter such examination.

(24) When the services of an employee are required for job or emergency work or for the performance of extra or increased work of a temporary nature, after the completion of which no further assistance will be needed, and such action is authorized by the chief of bureau, assistance should be secured from the local list of immediately available eligibles, selection being made in groups of three, as hereinbefore provided. If the "listed" eligibles decline or fail to accept the job or emergency service, or if no list has been furnished (see par. 18), appointment for the performance of the work may be made outside of the eligible lists to continue for such period as required, *not, however, exceeding three months*. Recommendation for the appointment of persons under this paragraph should be immediately forwarded to the chief of bureau, through the district secretary, for indorsement, and must show fully the action taken on the available eligibles (if any), the nature and duration of the work to be performed, and should include a statement to the effect that at the completion of the job of work or the termination of the emergency the services of the employee in the position will no longer be required.

(25) Temporary appointments, under paragraph 24, if made from certifications or from the local lists of immediately available eligibles, may be extended for an additional period not to exceed three months without the prior consent of the district secretary. Recommendations for such extensions should be forwarded as provided in paragraph 24 for the original temporary appointment. No temporary appointment, however, made *outside of such certification or lists* shall be continued beyond the original period of three months without prior consent, which should be requested on Form 2ap at least one week before the expiration of the original period. (See par. 13.) *Extensions are authorized only for the purpose of completing the job of work for which the person was originally employed.*

(26) All temporary and emergency appointments to positions under the district system, which will not exceed 30 days' duration, of persons selected either from civil service certificates or local lists, or outside of such certificates or lists, must be immediately reported to the district secretary on Form 3ap or 4ap, and should be included as heretofore in the monthly lists of persons recommended for appointment.

(27) Appointments made under paragraphs 20 and 26 may be extended only with the prior authority of the district secretary for a period not exceeding three months, inclusive of the original 30 days. Upon receipt of such authority, recommendations accompanied by the authorization should be made and forwarded to the chief of bureau through the district secretary.

(28) If a request for certification is made and no eligibles are available for regular certification in the civil service district in which a vacancy occurs, the request may be referred by the district secretary to the secretary of the nearest district having available eligibles.

#### EXAMINATIONS.

(29) When examinations are announced for positions embraced under the district system, field officials are requested to give publicity to such announcements, so far as practicable, and to urge all temporary appointees, appointed in the absence of eligibles, to enter the examinations.

#### PROMOTIONS, TRANSFERS, ETC.

(30) Matters relating to promotions, reductions, transfers, reinstatements, and removals should be taken up directly with the chief of the bureau, office, or division and by him submitted to the Secretary of Agriculture for approval.



LIST OF BLANK FORMS FOR THE USE OF FIELD OFFICERS  
IN CONNECTION WITH REGULATIONS OF JANUARY 25,  
1912.

FORM 1ap. Request—Certification for probational appointment.

For requesting certification of eligibles from the district secretary. To be accompanied by recommendation for temporary appointment (if temporary assistance is required) pending certification.

FORM 2ap. Request—Authority for extension of temporary appointment.

For requesting authority for extension of temporary appointments beyond three months of temporary appointments made outside of civil-service certificates and local lists. (Note.—This form must be forwarded at least one week before the expiration of the original three months.)

FORM 3ap. Report—Selection for temporary emergency service from local lists.

For reporting selections, made from lists in possession of local secretaries or field officers, limited to 30 days, of persons to be recommended for appointment in the monthly lists of field employments.

FORM 4ap. Report—Temporary or emergency service outside of local lists.

For reporting selections for temporary or emergency appointment outside of civil-service certificates and local lists, limited to 30 days, of persons to be recommended for appointment in the monthly lists of field employments.

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